OSA 3427-64

2 9 JUL 1964

MEMORANDUM FOR: Assistant Director, OCS

SUBJECT: Computer Support

1.   This memorandum replies to the informal request
of the Assistant Director, Office of Computer Services
(AD/OCS) for information relative to required OCS support
of Office of Special Activities (OSA) for FY'65-66 in
the field of information processing and computation.
Additionally, it addresses the problem created by the
present personnel assignment policy concerning digital
programmers on loan from OCS to OSA.

2.   The OCS support for this office during the time
period under consideration should be primarily directed to-
ward maintenance and operation of the computer complex in
the basement of the Headquarters building to insure adequate
and timely computer time for the running of operational
computer programs and "debugging" time for new computer
programs in support of OSA projects. In accordance with
previously established procedures, which have proven to be
extremely satisfactory, the promulgation of all scientific
computer programs in support of classified OSA projects will
remain within the Office of Special Activities. Systems
routines and other common user programs normally found in
collective libraries such as "share" will be borrowed from
OCS as needed.

3.   Continued close coordination between Chief,
Automation Division, OSA and Chief, Scientific Programming
Section, OCS can preclude overlap or redundancy in pro-
gramming efforts. Recommend this coordination line be
firmly established on a permanent basis to provide both
offices essential information while remaining strictly
within the bounds of security so necessary for the preser-
vation of OSA project information on a "need-to-know" basis.

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4. Assuming presently installed computer equipment is retained, and known OSA projects are continued and/or initiated, the weekly average computer time requirement will remain at the 20-25 hour level throughout the FY'65-66 period. Special electronic data processing equipment with communications gear interface will be retained in OSA in direct support of OSA projects. No OCS support will be required but the equipment will be made available for OCS use at times other than those required for OSA operational support. For example, the EAI 3440 Dataplotter may be utilized in the same manner as during the last six months.

5. In addressing the problem of personnel assignment, the personnel policy under which this office has been manned precludes continuation, on a long time basis, of the practice of retaining on loan from OCS ███████████ ███████████ This procedure was accepted one year ago as a temporary expedient to get the Automation "show on the road" until the required programmer staff could be brought up to authorized strength through normal procurement chan- nels. Coincident with the loan of ████████████ the procedure was mutually accepted for OCS to recruit pro- grammer inputs for assignment to OSA. I recommend this procedure be continued and coordination effected similar to that in paragraph 3 above.

6. I recommend immediate action be initiated to transfer to OSA the ████████████████████████ on loan from OCS. Both ████████████████ are deeply in- volved in the intricate details of OSA computer programs and are essential to the continued successful operations of the OSA Automation Division. In the event, in the future, either of these gentlemen should be reassigned to OCS, in order to better advance their careers in the Agency or to assume more responsible positions, it is recommended a six month forecast indicating request for reassignment be forwarded to OSA. Additionally, a three month overlap for their replacement is essential to insure continuity of operation in the Automation Division.

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7. I delegate responsibility for direct coordination
of programming and computer matters with your office to

25X1A ████████████████████████ Chief, Automation Division,
OSA.

(Signed) Jack C. Ledford

JACK C. LEDFORD
Colonel   USAF
Assistant Director
(Special Activities)

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